



Introduction

How to Use the Export Certification Manual (ECM)

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Introduction Section

Use the ECM to facilitate the export of plants and plant products. The two major sections of the ECM are the (1) Introduction and (2) Methods and Procedures. Use the Methods and Procedures section with EXCERPT to provide the full scope of information that you will need for export certification.

The information presented in the Introduction includes the basic policy for the export certification program and training, the purpose and scope of the ECM, responsibilities of the Authorized Certification Official (ACO) and exporter, supporting legislation and regulations, and the protocol for reporting problems or asking questions.

Methods and Procedures Section

The Methods and Procedures can be used as a checklist for certifying plants and plant products offered for export. A summary checklist is in the Overview, while the remaining subsections of Methods and Procedures contain a detailed checklist. The checklist covers conducting a preliminary assessment, identifying protected plants, reviewing export summaries, inspecting the shipment, deciding to certify, and preparing export certificates. The Methods and Procedures also covers special procedures such as validating and endorsing documents for protected plants, certifying reexport shipments and mail exports, and inspecting containerized oak lumber.

Methods and Procedures With EXCERPT

To facilitate the export of plants and plant products, Authorized Certification Officials (ACO's) will use the Methods and Procedures section of the ECM along with EXCERPT. EXCERPT can provide the following kinds of information:

- ◆ Export summaries of the plant import requirements of foreign countries
- ◆ CITES ports
- ◆ Protected plant species
- ◆ Ineligible commodities
- ◆ Processed products
- ◆ A record of recent changes to export summaries
- ◆ CPO List
- ◆ Online Export Certification Manual
- ◆ GRIN database